



GANTSECINST 11101.2A
22 APRIL 2004

GREATER ANTILLES SECTION INSTRUCTION 11101.2A

Subj: UNACCOMPANIED PERSONNEL HOUSING

Ref.: (a) Coast Guard Housing Manual, COMDTINST M11101.13C
(b) GANTSEC Housing Manual, M11101.1F

1. **PURPOSE.** This instruction establishes policy and procedures for administration, assignment, and utilization of the Base San Juan Unaccompanied Personnel Housing (UPH). This applies to all Coast Guard units located in the San Juan metropolitan area.
2. **DIRECTIVES AFFECTED.** None.
3. **ACTION.** The Housing Branch of the Engineering Division will implement and execute the provisions of this instruction. Division chiefs, supervisors and commanding officers of tenant commands shall ensure that all military members are aware of this instruction and its contents.
4. **ORGANIZATION.**
 - A. UPH Manager. Responsible for day-to-day operation of the UPH. The UPH Manager reports to the Housing Manager.
 - B. Housing Manager. Responsible for the overall administration of the UPH program.
 - C. Engineering Division Chief. Responsible for oversight of the UPH for administrative and maintenance related issues.
 - D. Base San Juan Officer of the Day (OOD). Responsible for enforcing UPH policies and regulations and performs limited management duties in the absence of the UPH Manager.
5. **GENERAL ADMINISTRATIVE POLICIES AND PROCEDURES.**
 - A. The Housing Branch is responsible for the execution of the UPH program and shall effectively manage all UPH units to maximize efficient use and meet occupancy goals established in reference (a). Policies shall reflect the command goal of providing equitable housing opportunities for all unaccompanied members and providing a safe environment for all residents of the UPH facility. In addition the Housing Branch will:
 - (1) Establish and maintain a number of UPH rooms as transient quarters for TDY personnel and other command-sponsored guests, as further described in paragraph 7 of this instruction.
 - (2) Establish and enforce rules and regulations that promote a healthy and safe living environment for all personnel residing in UPH units.
 - (3) Maximize efficient use and meet occupancy goals established in chapter 9 of reference (a)
 - (4) Develop and conduct an inspection program in accordance with chapter 9 of reference (a).

- (5) Maintain a waiting list for personnel desiring or required to occupy a UPH unit and a list of each member who has been released from unaccompanied housing along with the reason for the release.
- (6) Notify PERSRU when assigning or terminating UPH units or when members are released from unaccompanied housing so that pay entitlements can be adjusted.
- (7) Develop and implement a furniture replacement program to ensure a cyclical replacement of furniture.
- (8) Complete daily inspection of all common areas (except galley and mess deck areas) of the UPH Buildings, monitor the custodial contract for quality assurance and notify the COTR of any observed deficiencies.
- (9) Develop and submit through the chain of command any reports, surveys or other information related to the unaccompanied housing program and maintain close coordination with the Area Housing Officer for changes and new initiatives in the housing program.

B. Occupancy and Assignment Requirements.

- (1) All unaccompanied E-6 and below assigned to a shore unit shall be assigned to the UPH or obtain a release from government housing prior to collecting OHA and finding living quarters on the economy.
- (2) All unaccompanied E-5 and below assigned to an afloat unit shall be assigned to the UPH or obtain a release from government housing prior to collecting OHA and finding living quarters on the economy.
- (3) All unaccompanied E-7 and above can request to live in the UPH but it is not required that they obtain release from government housing prior to collecting OHA and finding living quarters on the economy.
- (4) All unaccompanied tour personnel, regardless of rank, who are receiving BAH for dependents located elsewhere will be assigned to the UPH, provided adequate space is available.

C. Exceptions to Mandatory UPH Assignment.

- (1) Members with legitimate hardships including, but not limited to, court ordered visitation of dependent child(ren) for a prolonged period.
- (2) Pregnant members residing in UPH may request authorization to move off base beginning in the fifth month of pregnancy or earlier if determined necessary by medical authorities.
- (3) Members with excessive amounts of personal property for which government storage and drayage costs would exceed the amount of OHA the member would forfeit during assignment to quarters there.
- (4) Normally other requests for exception to mandatory housing will not be approved. In all cases, the member must submit a written request through their chain of command to the Housing Branch. The Base San Juan Executive Officer must approve all exceptions not listed above.

D. Priority of Assignment Policy.

- (1) Regular single or double UPH Rooms.

- a. Unaccompanied permanent party E-1 through E-4 assigned afloat.
- b. Unaccompanied permanent party E-1 through E-4 assigned ashore.
- c. Unaccompanied permanent party E-5 and above assigned afloat.
- d. Unaccompanied permanent party E-5 and above assigned ashore.
- e. Unaccompanied tour personnel E-6 and below who are receiving BAH for dependents located elsewhere.
- f. Accompanied members completing an approved early return of dependents. Note that assignment to UPH is on an availability basis only. If a higher priority member requires a room the ERD personnel will be bumped.

(2) Suite Rooms designated for personnel E-7 and above.

- a. Unaccompanied permanent party E-7 and above assigned to afloat units.
- b. Unaccompanied permanent party E-7 and above assigned to ashore units.
- c. Unaccompanied tour personnel E-7 and above who are receiving BAH for dependents located elsewhere.
- d. Accompanied members E-7 and above completing an early return of dependents. Note that assignment to UPH is on an availability basis only. If a higher priority member requires a room the ERD personnel will be bumped.

E. Terminating Quarters.

An assignment to UPH berthing is terminated (with specific written notice of “Termination of Assigned Housing”) when:

- (1) A resident departs on PCS or on the effective date of termination of active military service.
- (2) A resident gains a dependent who will live with the member.
- (3) An individual has been authorized by proper authority in writing to live off base with OHA entitlements.
- (4) Quarters are required for an individual with a higher priority in accordance with reference (a), Chapter 9. Personnel are terminated in reverse order of priority.
- (5) A resident is away from their permanent duty station and their status is changed to PCS.
- (6) A resident is subjected to extended confinement.
- (7) A resident is evicted, following due process, due to negative behavior or willful damage to government property.
- (8) A member is in unauthorized absence (UA) status. Members who are UA for more than 72 hours will have their room inventoried and the contents placed in storage.

F. Inspections.

- (1) The UPH Manager, Housing Manager and authorized personnel may enter the unit for inspection purposes. At least two personnel are required to conduct inspections when the resident is not present. Rooms are subject to the following inspections:
 - a. Monthly Inspection. Quarters will be inspected monthly to ensure they are clean, comfortable, appropriately furnished, and meet safety and sanitation standards. These inspections will be conducted during the 1st week of each

month. All UPH residents will be notified at least 48 hours prior to the actual inspection date. Residents assigned to afloat units must ensure their rooms meet cleanliness standards prior to underway periods. An inspection memo, enclosure (2), will be left in each UPH residence listing the discrepancies and indicating a re-inspection, if necessary. Personnel whose quarters do not meet living standards will be counseled and re-inspected by the UPH Manager. If a re-inspection is conducted and the discrepancies are not corrected, the appropriate command will be notified. If the problem continues, disciplinary action could result.

- b. Inspections For Cause. The UPH Management or Base Officer of the Day can conduct this type of inspection anytime and without notice for fire, safety, protection of property, and security violations. **UPH Staff will consult with the Base Executive Officer prior to conducting any search for contraband or evidence associated with a violation of the UCMJ.**
- c. Inspection at Check-In. Upon arrival but prior to acceptance of the room, the UPH staff, the resident and/or any approved individual will perform a check-in inspection. A list of discrepancies will be made for file and a copy of the report will be given to the member. This report will be used to avoid conflicts when terminating occupancy. The Tenant Occupancy Agreement, enclosure (1), will be discussed and signed at this time.
- d. Pre-termination Inspection. This inspection is required 45 days prior to terminating occupancy. It will provide residents with instructions and/or forms on the cleaning requirements. In addition, this will identify specific cleaning requirements and assess liability for any damages.
- e. Final Inspection. This inspection will be conducted on the date agreed upon between the UPH staff member and resident.

6. **REGULATIONS**

A. Guest Policy for permanent party and duty rooms.

- (1) Definition - Guests are identified as non-UPH residents. This includes military, civilians and family members.
- (2) Visiting Hours – Daily 0800 – 2200 Hours.
- (3) Each sponsor will register all guests at the UPH office. Guests not arriving in the company of the person being visited will be asked to wait until the sponsor arrives. The sponsor must remain with his/her guest until he/she leaves the UPH.
- (4) Under no circumstances will guests be allowed to remain overnight in a permanent party or duty room. Guests must be escorted to the front gate before visiting hours end.
- (5) Guests may enter any space in which the sponsor is authorized within the confines of the UPH. The sponsor is fully responsible for damages or violations caused by his/her guest.

B. Room Outfitting.

- (1) Members are allowed to arrange assigned furnishings to enhance personal comfort, including the use of privately owned furnishings. Each member is responsible for

assigned furnishings and may not remove any furnishings unless approved by the UPH Manager.

- (2) Damage to quarters beyond normal wear and tear and missing government property in assigned quarters shall be the individual's responsibility. Restoration of missing/damaged property shall be made on a timely basis.
- (3) Assigned quarters, including interior walls, woodwork, windows, floors, etc., shall be maintained in safe and sanitary condition.
- (4) Use all accessories, furniture and equipment in a prudent manner and for the adequate purposes.
- (5) Residents may hang pictures, photos, posters and make cosmetic alterations to wall colors; however, all rooms must be returned back to original condition before a member will be released.
- (6) Give prompt notice to the UPH manager or authorized representative of any defect in the plumbing, furnishings, or appliances in assigned space or any other part of the UPH.
- (7) Members assigned to the UPH and determined to be responsible for the willful, malicious, negligent abuse or destruction of government property shall reimburse the government for this damage and may be subject to disciplinary action.

C. Laundry Facilities.

- (1) Laundry facilities in Albino Hall are for permanent party residents' use only.
- (2) Permanent party residents, duty section personnel, members and their families on TLA, and transient quarters guests may use the laundry facilities in Gonzalez Hall.
- (3) Residents shall provide their own laundry detergent and ensure lint traps are clean after each use.
- (4) Users must be aware that many people use these facilities. Clothes should never be left unattended in the machines.

D. Security.

- (1) All residents will be issued a room key when assigned to quarters. If the key is lost, the resident must notify the UPH Manager as soon as possible. A \$25.00 fee will be required to replace all lost keys.
- (2) Residents are responsible for their own personal possessions and should lock their rooms whenever they leave for any length of time and not allow others to remain in their room during their absence.
- (3) Residents deploying, going TAD or leave that will be absent more than 14 days should notify the UPH Manager so that extra attention to the security of the room is in place.
- (4) The resident WILL NOT install locks to the existing ones in any door or window of the Room without the written permission of the UPH Manager or the Housing Manager. The non-compliance of this rule may lead to disciplinary action, including the eviction of the CG member. The CG member agrees to return all keys to the UPH Manager, upon his or her departure.

E. Alcohol Policy.

- (1) In accordance with Coast Guard Regulations beer and ale are the only alcoholic beverages allowed. Consumption is allowed in the residents' rooms and in designated common areas. No glass containers are allowed outside of rooms.
- (2) Storage of alcoholic beverages is limited to 24 servings per assigned resident of each room.
- (3) Alcohol may only be consumed in the following areas.
 - a. Courtyard of Albino Hall. Monday – Sunday 1130 – 2400 hours.
 - b. Courtyard of Gonzalez Hall. Monday – Sunday 1730 – 2400 hours.
 - c. Wood pavilion across Acacia Drive from Gonzalez Hall. Monday – Friday 1530 – 2400 hours. Saturday and Sunday 1130 – 2400 hours.
 - d. Recreation Room in Gonzalez Hall. Monday – Friday 1530 – 2400 hours. Saturday and Sunday 1130 – 2400 hours.
 - e. TV Room in Albino Hall. Monday – Sunday 1130 – 2400 hours.
 - f. In individual rooms. No restrictions on hours of consumption.
- (4) Failure to comply with these regulations will result in loss of alcohol possession and consumption privileges.
- (5) For the purpose of this instruction, work hours are defined as Monday – Friday 0700 – 1530.
- (6) The UPH Manager and OOD may restrict or limit consumption in certain areas or all together if situations warrant such prohibition.
- (7) Requests for alcohol use in other areas or outside the times listed above must be in writing to the Base Executive Officer at least 24 hours in advance of the activity.

F. Tobacco Policy.

- (1) The use of tobacco products, which includes all smoke and smokeless products including cigarettes, cigars, pipes, lug, leaf, chew, dip, snuff, etc. shall be limited to the areas designated below.
 - a. Courtyard of Albino Hall.
 - b. Courtyard of Gonzalez Hall (except during times meals are being served).
 - c. Wood pavilion across from Acacia Drive.
- (2) At no times will residents use tobacco products in rooms or any interior spaces of the UPH Buildings.

G. Miscellaneous.

- (1) Residents will not have pets of any kind for any duration while residing in a UPH unit.
- (2) Utility consumption within assigned quarters shall be conserved; turn off all lights when leaving quarters and turn off auxiliary window A/C unit.
- (3) Cooking in rooms is limited to microwaves only. Hot plates and other ancillary cooking appliances are not authorized.
- (4) Residents must remain off all roof areas including the roofs above the open porticos. These roofs have a very thin rubber membrane that can be damaged easily by foot traffic or having items placed on them.
- (5) No items may be placed outside the units, including satellite dishes and antennas.

- (6) Residents will not display any pornographic or questionable material that could be considered inconsistent with the core values of the Coast Guard.
- (7) Failure to comply with any of these regulations may be cause for disciplinary actions; violations should be reported to the UPH Manager or the Base OOD.
- (8) Due to the diverse population with numerous mission requirements and work schedules, strict quiet hours will be maintained in the UPH buildings from 2200 – 0600 daily. The only exception to this is the recreation room in Gonzalez Hall; quiet times for this area are 2400 – 0600 daily.
- (9) Residents will keep rooms clean and presentable at all times; trash should be removed daily to avoid pests and foul odors.
- (10) Residents will report any facility deficiencies to the UPH Manager or by submitting a work order on the GANTSEC web page. If the deficiency is such that further damage may occur if not addressed immediately, maintenance people are authorized to enter the room, after notifying the UPH Manager, to protect government property.

7. TRANSIENT QUARTERS

A. Management and Regulations.

- (1) Housing Branch will designate as many rooms and suites in the UPH as possible while maintaining a minimum occupancy rate of 65%
- (2) Establish and maintain transient quarters SOP that will contain details of running the transient quarters that are not appropriate or too detailed for inclusion in this instruction.

B. Usage and Eligibility.

- (1) The following personnel are authorized to use the Base San Juan Transient Quarters in the Base San Juan UPH:
 - a. Active duty and reserve military members on TDY orders;
 - b. Active duty military members in transit on PCS orders;
 - c. Civilian Federal Employees on TDY orders;
 - d. UPH residents (limited to 10 nights in any 30-day period);
 - e. Command-sponsored guests (written permission from the Base Commanding Officer or Executive Officer required).
- (2) The following personnel are required to lodge at the Base San Juan Transient Quarters unless they receive a statement of non-availability from the UPH Manager:
 - a. Coast Guard active duty and reserve members O-4 and below on TDY orders
 - b. Coast Guard civilian employees GS-14 and below on TDY orders visiting Base San Juan or tenant commands.
- (3) Transient Quarters residents are allowed one guest to stay with them for the duration of their stay for an additional nightly fee. These are the only rooms in the UPH where overnight guests are authorized.

C. Financial Management.

- (1) The Housing Branch shall:

- a. Establish a schedule of service charges for use of the Transient Quarters and modify it as necessary to properly manage the units. Service charges must be within the limits set by Chapter 9 of the Coast Guard Housing Manual.
 - b. Establish and maintain a non-appropriated billeting fund to receive and disburse monies collected from service charges.
 - c. Use the monies derived from the service charges to purchase those products and services allowed by Chapter 9 of the Coast Guard Housing Manual.
- (2) The Base San Juan Commanding Officer shall appoint a Billeting Fund Administrator and a UPH Central Cashier by letter.
 - (3) An audit of the Transient Quarters Billeting Fund will be performed each quarter to ensure proper management, detect fiscal impropriety and verify that the billeting funds are being properly used.

/s/

T. F. Lennon
Acting

Encl: (1) UPH Tenant Agreement
(2) Sample Room Inspection Results Memorandum

U. S. Department of
Homeland Security

United States
Coast Guard



Tenant Occupancy Agreement for UPH Residents

(Print Info.)

Occupant's name: _____ Date: _____

Quarters Assigned _____
Rank/Rate Name SSN

I accept custody of Coast Guard lease/owned housing at the stated address that has been assigned to me. I have been issued keys to my assigned unit.

At the time of my check-in, the Housing Manager or his representative, and I conducted a condition inspection of my quarters. I have been informed that any disagreement with condition inspection report and that any additional discrepancies must be in writing. This information shall be provided to the UPH Manager or his/her representative within five (5) working days from check-in date. (This is not applicable to TAD residents.)

I have received a copy of the **GANTSEC UPH Instruction** and understand that it is my responsibility to read and become familiar with the regulations.

I promise to comply with the TENANT OCCUPANCY AGREEMENT. I further understand my family and guests must also comply.

I have been counseled regarding utility monitoring policies and will practice utility conservation. I understand that utility abuse will NOT be tolerated. Areas of specific reduction are electricity, gas and water usage. I understand if I am absent from my quarters, I will turn off all lights, water knobs and secure the auxiliary air conditioning unit.

I have been informed that pursuant to the provisions of the "Military Personnel and Civilians Employees Act," occupants of Government owned quarters could file claims for any loss or damage of their personnel property located at assigned quarters. However, I understand that private renter's insurance should be purchased in order to fully cover major or catastrophic damage or loss of personal property.

I will notify the Local Housing Authority (LHA) within ten days of any changes in eligibility status such as rank/rate, dependants, duty station, and marital status. Failure to notify the LHA within the specified time frame may result in adverse disciplinary action.

I understand that occupancy at Government leased/owned quarters is not guaranteed for a specified period of time.

Enclosure (1) to GANTSECINST 11101.2A

I understand that the Government lease/owned quarters is a privilege and that I am subject to immediate eviction for failure to comply with established policies of the UPH program.

I understand that I am required to give the Coast Guard Housing Office a minimum of 45 days written notice of my intent to vacate quarters.

I understand that I will not be released from quarters earlier than 30 days from the date of notice, if I fail to provide a timely notice.

Keys Received: _____

I HAVE READ THE ABOVE LISTED STATEMENTS AND UNDERSTAND MY RESPONSIBILITIES AS AN OCCUPANT OF GOVERNMENT HOUSING AND HAVE BEEN FURNISHED A COPY OF THE RULES AND REGULATIONS OF THE UPH OR LESSOR.

Signatures:

(Tenant/CG member/ Resident)

CG UPH Manager/Representative

Representative or Witness

Date:

U. S. Department of
Homeland Security

United States
Coast Guard



MEMORANDUM

Subject: UPH Room Inspection

Date:

From: UPH Manager

Reply to
Attn. Of:

To:

Room No.:

Ref. (a) GANTSEC San Juan Unaccompanied Personnel Housing Instruction 11101.2A of

1. In accordance with reference (a) a scheduled inspection of your room was conducted on _____ . The following discrepancies were noted:

First Notice: _____ **Second Notice:** _____ **Third Notice:** _____
(member copy) (Copy member's command) (Resolution is required by member's command)

- ☐ Trash not emptied
 - ☐ Floor not swept/mop/vacuumed
 - ☐ Toilet dirty
 - ☐ Shower dirty
 - ☐ Sink(s) dirty
 - ☐ Mirror dirty
 - ☐ Dirty laundry on floor and/or bed.
 - ☐ Microwave dirty
 - ☐ Refrigerator dirty
 - ☐ Other _____
-

You are required to correct these discrepancies immediately. Your room will be re-inspected on _____. Failure of the re-inspection could result in disciplinary action being taken for violation of UPH regulations and your command will be informed of the unresolved discrepancy.

2. If you fail four room inspections within a 12 month period, you will be subject to disciplinary action up to and including eviction from the UPH.

UPH Manager